



Alcohol Use Policy & Application Form

Adopted Newberg City Council May 18, 2009

Revised by City Council June 16, 2014 Resolution No. 2014-3150

Alcoholic beverages may be served in the Newberg Public Library only with approval of the City Manager and Library Director. Alcohol will be limited to wine. These events are usually limited to fundraising events for the Library or local non-profit or government entity for a major community project.

Public Events

1. Some uses may require a Special Events or Temporary Sales License from the Oregon Liquor Control Commission (OLCC) in addition to the City of Newberg Alcohol Usage Application. All events where alcohol is served **and** fees are charged for **ANY** reason, e.g. admission, donations for food/beverages membership/club fees, service fees, initiation fees, etc. will require an OLCC Special Events or Temporary Sales License. **Please call OLCC (503.378.4871) to determine and/or confirm if you need an OLCC License.** The OLCC License must be turned in to the Library office no later than one week prior to the event. **Applicant will be denied use of the facility if the OLCC License is not provided within the time frame specified.**
2. Library Director and City Manager approval is required.
3. All alcohol must be dispensed by an OLCC licensed vendor. The vendor must furnish a copy of permits and licenses. (Alcohol is limited to wine.)
4. Staffing and security plans must be approved by the Library Director, or his/her designate, for events over 100 people. Events over 100 people will require off duty police officers.
5. Newberg-Dundee Police Department approval required.
6. If a licensed caterer is hired to serve alcoholic beverages, the caterer will be required to furnish a copy of their OLCC License.
7. **All users** will be required to furnish a certificate of insurance from your insurance agent, showing that you have General Liability Insurance with a Liquor Rider for \$1,000,000.00. The insurance certificate shall state "the following is included as an additional named insured: City of Newberg, its elected and appointed officials, officers, agents, employees and volunteers." The certificate must have an Original Signature, covering the date of your event. The certificate of insurance must be turned in to the Library Director no later than one week prior to the event. **Applicant will be denied use of the facility if the certificate of insurance is not provided within the time frame specified.**
8. The **servicing** of alcoholic beverages is **restricted** to inside the building. Consumption of alcoholic beverages in the parking lot, or elsewhere is strictly prohibited and may cause cancellation of your event.
9. The use of alcoholic beverages is intended for adult functions. **Serving alcoholic beverages to minors or visibly intoxicated persons is strictly prohibited.**
10. The Library Director or City Manager will be present at all functions where alcohol is served. The Director/Manager has the authority to call police if he/she feels it is necessary. He/she has the right to check ID cards of any participant, and has the authority to end the event at any time.
11. The City is entitled to exercise its sole discretion in determining whether to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function. Any group that fails to establish responsible supervision for a proposed function will not be permitted.
12. Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your event and denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.
13. The Library must be left with all furniture returned to pre-event location and any cleaning the responsibility of the group using the facility.
14. The city of Newberg shall allow spirits to be dispensed and consumed on city owned outdoor property (specifically the Carnegie Court) within the Newberg Cultural District and delegate to the Newberg Cultural District Executive Board or designees, the management of those permits, which will include following all OLCC requirements as well as the requirement that any renter/user have an insurance rider of \$1,000,000.00 specifically naming the city of Newberg.

City of Newberg Alcohol Usage Application

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Event Information

Location of Event: _____

Date of Event: _____ Start/End hours of alcohol and food service: _____ to _____

Name of Group hosting the event: _____

What is the purpose of the event: _____

What is the expected attendance where alcohol will be consumed: _____

What is the Charge for attendance or per drink?: _____

Applicant Information

Name of Host/Responsible Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Driver's License Number: _____ Date of Birth: _____

Name of Person Serving Alcohol: _____

Address: _____ City: _____ State: _____ Zip: _____

Driver's License Number: _____ Date of Birth: _____

Liquor Liability Insurance

The event must have \$1,000,000 of liquor liability insurance coverage.

Insurance Company: _____ Policy Number: _____ Expiration Date: _____

Insured Name (please print): _____

Insured Signature: _____ Date: _____

The Certificate of Insurance with the Liquor Rider must be submitted to the Library Director at least one week prior to the event.

The applicant and the applicant's group, shall indemnify, defend and hold city, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulted from applicant's applicant's group or their invitees use of City facilities and adherence to all rules included in the alcohol use policy.

I have read and agree to abide by the regulations established for use of City of Newberg facilities. I agree to be solely and completely responsible for the condition of the Library and to leave the building, equipment and grounds used in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages:

Have you read and do you understand the City of Newberg Alcohol Use Policy? Yes _____ No _____

Applicant Signature: _____ Date: _____

For Offices use Only:

Approval is Granted: _____

City Manager's Signature

Library Director's Signature

Police Department Approval: _____ Date: _____

OLCC Special Events License or Temporary Sales License received: Yes _____ No _____

OLCC Servers Permit received: Yes _____ No _____

Certificate of Insurance received: Yes _____ No _____